

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
BASIC PLAN CHECKLIST

Cite Annex  
Page/Section/Paragraph  
Reference

I. INTRODUCTION

- \_\_\_\_\_ A. Include a Table of Contents
- \_\_\_\_\_ B. Include an Approval Statement and dated approval signatures of the principal and the appropriate district official
- \_\_\_\_\_ C. Include a Distribution List
- \_\_\_\_\_ D. Include a Record of Changes page

I. PURPOSE

- \_\_\_\_\_ A. State the purpose of this emergency operations plan

I. SITUATION

- \_\_\_\_\_ A. Describe the facility or school this plan addresses, i.e., high school, elementary school, vocational-technical, etc.
- \_\_\_\_\_ B. State the size and location of your facility in acres and the number, general size and use of each of the buildings.
- \_\_\_\_\_ C. State the number of students and employees normally on hand, and any scheduled daily differences in population.
- \_\_\_\_\_ D. State the number of people and uses of your facility during weekends and evenings.

I. OPERATIONS AND CONTROL

- \_\_\_\_\_ A. Describe the chain of command for emergency actions in your school.
- \_\_\_\_\_ B. Identify the location and function of your primary and alternate on-site Command Posts to include layout, staffing, displays, etc.
- \_\_\_\_\_ C. Identify persons, by title and agency, that will be notified during emergencies. (See BPA-3)
- \_\_\_\_\_ D. Describe how logistical support will be provided for the emergency response including food, water, lighting, fuel, etc.
- \_\_\_\_\_ E. Describe any actions planned to protect essential personnel, equipment and resources during disaster situations.
- \_\_\_\_\_ F. Describe the actions to assure that all employees and students understand the warning signals and know what to do in an emergency.

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
BASIC PLAN CHECKLIST

Cite Annex  
Page/Section/Paragraph  
Reference

- \_\_\_\_\_ G. Describe the actions to assure that all individuals that utilize the facility after normal school hours understand the warning signals and know what to do in an emergency.
- \_\_\_\_\_ H. Describe the dissemination of emergency information for any visually and hearing impaired or non-English speaking persons.
- \_\_\_\_\_ I. Describe any role or agreement the school has in the local emergency operations plan, or other agencies/organizations plans.

I. RESPONSIBILITIES

- \_\_\_\_\_ A. Identify the individual, by title, who is responsible for directing the emergency response.
- \_\_\_\_\_ B. Identify the individuals, by title, who are responsible for maintaining recall rosters for all emergency functions.
- \_\_\_\_\_ C. Identify the individual, by title, who is responsible for safeguarding essential records.
- \_\_\_\_\_ D. Identify the individual(s), by title, who is/are responsible for the preparation and distribution of employee and student emergency guidance material.
- \_\_\_\_\_ E. Identify the individual, by title, who is responsible to train employees on the emergency plan and the response roles they are assigned.
- \_\_\_\_\_ F. Identify the individual(s), by title, who is/are responsible for developing scheduling and presenting training in safety measures for all students and employees. This should be based upon the hazards that face the community.
- \_\_\_\_\_ G. Identify the individual, by title, who is responsible for the logistical preparations and support detailed in Basic Plan Section VII.
- \_\_\_\_\_ H. Identify the individuals by title who will be responsible for each annex.
- \_\_\_\_\_ I. Designate an individual as the official point of media contact during an emergency, and describe the procedures to authenticate information.
- \_\_\_\_\_ J. Identify the individual, by title, responsible for updating the plan.
- \_\_\_\_\_ K. Identify the individual, by title, responsible for exercising the plan.
- \_\_\_\_\_ L. Identify the individual, by title, responsible for serving as the primary point of contact with local government.

I. CONTINUITY OF LEADERSHIP

- \_\_\_\_\_ A. List the three (3) deep line of succession for the principal to assure continuous leadership.

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
BASIC PLAN CHECKLIST

Cite Annex  
Page/Section/Paragraph  
Reference

- |                                     |       |  |
|-------------------------------------|-------|--|
| _____                               | B.    | State the role of each successor during an emergency while their respective predecessor is still active. Also state how each role will change in the event someone moves up to fill a position.  |
| _____                               | C.    | Describe how resources and information are requested and passed through the chain of command to higher levels of the school district.  |
| _____                               | D.    | Describe what records are considered essential and explain how they are protected and preserved.   |
| I. ADMINISTRATION AND LOGISTICS     |       |  |
| _____                               | A.    | Specifically address administrative requirements identifying who, by title, is responsible for records, reports and expenditures during an emergency.  |
| _____                               | B.    | List agreements with voluntary organizations, government agencies, and private organizations for emergency assistance. Distinguish between verbal and written agreements. (BPA 10)   |
| _____                               | C.    | Provide a resource inventory of emergency items available including lighting, first aid, medical, fire fighting, and other basic emergency response support equipment.   |
| _____                               | D.    | Identify additional resource requirements for personnel, equipment and supplies and the source and method of obtaining these.  |
| _____                               | E.    | Identify any resources unobtainable with reasons for such. Include a list of readily available alternatives including mutual aid from other municipalities and resources possibly available from local private businesses.                     |
| _____                               | F.    | Describe what records are considered essential and explain how they are protected and preserved.   |
| I. PLAN DEVELOPMENT AND MAINTENANCE |       |  |
| _____                               | A.    | Provide for an annual review with your county and municipal emergency management staffs of the Basic Plan and all annexes and for updating the Plan based on deficiencies identified through drills and exercises.                             |
| _____                               | B.    | List all persons, by title, who should participate in the review process. This should include all agencies that have roles and responsibilities in the plan.   |
| I. APPENDICES AND ATTACHMENTS       |       |  |
| _____                               | BPA 1 | Map of the area showing items that may have an emergency impact on the school including major highways, railways, airports, power transmission lines and generating stations, industrial complexes, bulk oil and gas storage, pipe lines, etc. |

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
BASIC PLAN CHECKLIST

Cite Annex  
Page/Section/Paragraph  
Reference

- \_\_\_\_\_ BPA 2 Plot plan of the facility and floor plan(s) of the building(s) showing location of heat plants, boilers, generators, flammable liquid storage, other hazardous materials storage, fire fighting equipment placement, first aid facilities, etc.
- \_\_\_\_\_ BPA 3 Call-up lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations. This should include office and home numbers (and pager/cellular number if applicable).
- \_\_\_\_\_ BPA 4 Checklists that detail specific tasks to be accomplished in an emergency.
- \_\_\_\_\_ BPA 5 Responsibility Matrix
- \_\_\_\_\_ BPA 6 Functional Annex Tasks and Responsibility Assignments
- \_\_\_\_\_ BPA 7 Vulnerability Assessment
- \_\_\_\_\_ BPA 8 Authorities and References
- \_\_\_\_\_ BPA 9 Agreements